

## APPLICATION FOR APPROVAL OF NON-ACCREDITED PROPRIETARY, PUBLIC OR TAX-SUPPORTED INSTITUTIONS

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- I. **INSTRUCTIONS:** The California State Approving Agency for Veterans Education (CSAAVE) may consider for approval NCD (non-college degree) certificate programs offered at non-accredited institutions for the training of veterans and eligible persons under Title 38 U.S. Code. This application packet contains forms, instructions, and informational materials to assist you in preparing the application.

Note for Non-Accredited Institutions that Offer Degree Programs: Degree programs offered at non-accredited institutions are considered Non-College Degree (NCD) programs for approval for veterans training purposes. Law schools that are accredited by the State Bar of California, not the American Bar Association, are considered non-accredited for approval for veterans training purposes. Institutions that offer these programs should complete the Application for Approval of Non-College Degree (NCD) Programs at Non-Accredited Proprietary or Public Institutions.

Note for Proprietary Institutions Only: The institution must have been approved by the former Bureau for Private Postsecondary and Vocational Education (which ceased operations on June 30, 2007), unless exempted from this requirement, and have been in operation for at least two years to be eligible for the training of veterans.

- II. **FORMS AND DOCUMENTS:** Prepare and submit **two sets** of the following forms and documents (one set must have **original signatures**):
1. Application for Approval to Train Veterans and Eligible Persons (CSAAVE Form 11077)
  2. Documents substantiating Approval to Operate from the former Bureau for Private Postsecondary and Vocational Education (for proprietary institutions only).
  3. VA Forms:
    - a. VAF 22-8794, Designation of Certifying Officials (Form must be requested from CSAAVE or via the following hyperlink: [VA Form 22-8794](#).)
    - b. VAF 27-8206, Statement of Assurance of Compliance with Equal Opportunity Laws (Form must be requested from CSAAVE or via the following hyperlink: [VA Form 22-8206](#).)
    - c. VAF 22-1919, Conflicting Interests Certification – Required from Proprietary Schools Only (Form must be requested from CSAAVE or via the following hyperlink: [VA Form 22-1919](#).)
  4. True and correct statement form (CSAAVE Form 11071). Attach a copy of this form to each catalog submitted.

5. School catalog and/or veterans information bulletin (VIB): The catalog or VIB must be prepared to include all items as shown within the Catalog Approval Criteria on pages 6 and 7 of this document. The institution may submit its catalog without a VIB Bulletin as long as the policies conform to those in the sample VIB. If the catalog policies do not conform to those in the sample VIB, the institution may prepare an addendum to the catalog to include the policies that are absent from the catalog. Please ensure that all applicable criteria are met within the submitted materials.

**III. ADDITIONAL INSTRUCTIONS:** Please ensure that the submitted application materials are complete and accurate, and that the school has complied with all requirements. If the application is incomplete, it will be returned to the institution. Allow 60 to 90 days for the processing of the application. Other instructions are as follows:

1. **Communicate with CSAAVE Education Specialist:** The school administrator is encouraged to communicate directly with CSAAVE for assistance with completing the application, as necessary. CSAAVE's telephone and FAX numbers are as follows:

Phone: (916) 574-7778      FAX: (916) 574-8653

2. **Visitation by Agency Representatives:** After your application is deemed complete, but before CSAAVE issues approval the Department of Veterans Affairs (DVA) accepts the approval, a CSAAVE Education Specialist will conduct a site visit to the institution to evaluate your facility.

Following issuance of approval, and once veterans enroll in your programs, representatives from the DVA and CSAAVE may visit your school facility during normal working hours. School administrators must make available to them all records pertaining to the school and its operation.

3. **Applicable Laws and Regulations:** Some informational materials are enclosed with this application packet, but school administrators are referred to and are advised to be knowledgeable of the laws and regulations contained in Title 38, United States Code. The Code of Federal Regulations (CFR) Part 18 can be purchased at:

Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328.

4. **Catalog or VIB Distribution:** After the institution receives its official notification (Approval Letter) that CSAAVE has approved the program(s), the school catalog or VIB must be provided to each enrolled veteran or eligible person.
5. **Catalog or VIB Revisions:** The school catalog or bulletin must be kept current. In addition, CFR Title 38 requires that any further revisions must be approved by CSAAVE. Pen and ink revisions are not acceptable amendments. Revised materials for approval must be submitted to CSAAVE in **Duplicate SETS**, approximately 45 days before the requested effective date. The catalogs or VIB submitted to CSAAVE are required to be accompanied by a complete "True and Correct Statement" (copy attached to each catalog).

## CALIFORNIA STATE APPROVING AGENCY FOR VETERANS EDUCATION

### APPLICATION FOR APPROVAL OF NON-COLLEGE DEGREE PROGRAMS IN NON-ACCREDITED PROPRIETARY, PUBLIC, OR TAX-SUPPORTED INSTITUTIONS

1. Name of institution:			
2. Physical address:			
3. County:			
4. Mailing address:			
5. Phone No.:			
6. FAX No.:			
7. Type of institution: <input type="checkbox"/> Degree granting <input type="checkbox"/> Non-degree granting			
8. Is a diploma or certificate of completion or degree issued at graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. Type of ownership: <input type="checkbox"/> Public <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
10. Profit status: <input type="checkbox"/> Nonprofit <input type="checkbox"/> Private profit <input type="checkbox"/> Private nonprofit			
11. Type of approval: <input type="checkbox"/> Original approval <input type="checkbox"/> Supplemental approval <input type="checkbox"/> Change of ownership <input type="checkbox"/> Other:			
12. Name of owner(s) / corporation:			
13. Name and title of chief school official:			
<b>14. Full Name of Program as it Appears on the Document of Completion (IHL and/or NCD Programs)</b>	<b>Page #</b>	<b>Total Credit Units</b>	<b>Clock Hours</b>



# TRUE AND CORRECT STATEMENT FOR SCHOOL CATALOG/BULLETIN

Instructions: This form must be completed with an original signature and enclosed with each copy of the catalog or bulletin the institution is submitting for approval. This is a U.S. Department of Veterans Affairs requirement.

Institution name: \_\_\_\_\_ Facility Code: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b).**

Catalog/Bulletin Effective Day, Month, and Year: \_\_\_\_\_

Catalog/Bulletin Ending Day, Month, and Year: \_\_\_\_\_

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Signature of Institution's Authorized Representative

Date

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Printed Name of Institution's Authorized Representative/Official Title

# CATALOG APPROVAL CRITERIA

## FOR APPROVAL OF NCD CERTIFICATE (OR DEGREE) PROGRAMS IN NON-ACCREDITED PROPRIETARY OR PUBLIC INSTITUTIONS

**Instructions:** Please indicate the page number(s) where these items/policies are found in the catalog. If the catalog does not contain a required item or policy, please include an addendum or separate veterans' information bulletin to comply with federal regulations. Complete and return with True and Correct Statement (CSAAVE Form 11071).

### GENERAL

#### Page #

- |       |    |   |
|-------|----|---|
| _____ | 1. | Name of institution   |
| _____ | 2. | Complete address, phone, and administrative address   |
| _____ | 3. | Effective date of catalog and/or Veterans Information Bulletin  |
| _____ | 4. | Description of instructional facilities   |
| _____ | 5. | Listing of governing body, officials, faculty and their qualifications  |
| _____ | 6. | Calendar or Schedule of classes (showing holidays, beginning and ending dates of each term, hours of operation)                         |
| _____ | 7. | Schedule of fees for tuition, books, equipment, laboratory fees, rentals and deposits   |
| _____ | 8. | Maximum enrollment numbers for each course  |
| _____ | 9. | Form for veteran or eligible student's signature confirming receipt of catalog and/or other publication disclosing required VA policies |

### POLICIES

#### Page #

- |       |     |  |
|-------|-----|--|
| _____ | 10. | Enrollment/admissions policy (that includes specific entrance requirements for each course)  |
| _____ | 11. | Policy for evaluation of credit for previous education and training that specifies that the institution will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the student and VA notified accordingly.  |
| _____ | 12. | Leave of absence   |
| _____ | 13. | Tardiness  |
| _____ | 14. | Interruption for unsatisfactory attendance/unexcused absences  |
| _____ | 15. | Class cuts   |
| _____ | 16. | Make-up work   |
| _____ | 17. | School's grading system for each class   |
| _____ | 18. | Grade or grade point average (GPA) required for continuing enrollment/GPA required for graduation  |
| _____ | 19. | Conditions for interruption for unsatisfactory progress/dismissal policy and description of a probationary period, if any. (Note: The progress policy must be specific enough to determine the point in time when VA educational benefits should be discontinued when the veteran or eligible person ceases to make satisfactory progress.) It should specify that no more than two terms on probation would be permitted. |

- \_\_\_\_\_ 20. Conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment policy
- \_\_\_\_\_ 21. Conduct policy
- \_\_\_\_\_ 22. Pro-rata refund policy consistent with the Code of Federal Regulations Section 21.4255 (100 percent pro-rata refund policy). The maximum non-refundable registration fee allowed to be charges by non-accredited schools under VA rules is \$10.00.

## **EDUCATIONAL PROGRAMS**

### **Page #**

- \_\_\_\_\_ 23. Degree programs
- \_\_\_\_\_ 23. Certificate programs.  
Note: For each certificate or degree program submitted for approval, the catalog should include a course outline, showing subjects or units in the course, and the occupational objective or skill to be learned. (Non-accredited institutions must identify for each certificate or degree program the number of hours to be spent on each subject, module or class, and the total clock hours.)
- \_\_\_\_\_ 24. Cooperative education
- \_\_\_\_\_ 25. Nursing fieldwork
- \_\_\_\_\_ 34. Branches w/o administrative capability ([signed CSAAVE Form 11075 submitted by proprietary institutions only](#))
- \_\_\_\_\_ 36. Clinical training required for medical or dental specialty course
- \_\_\_\_\_ 37. Non-contracted training programs ([fire and law enforcement academies](#)) (signed CSAAVE Form 11073 submitted)
- \_\_\_\_\_ 25. High school diploma programs

# **SAMPLE VETERANS INFORMATION BULLETIN**

## **VIB Cover**

### **VETERANS INFORMATION BULLETIN**

**2007-2008**

**(Use appropriate current date)**

**CAPITOL BUSINESS SCHOOL**

**(Use appropriate school name)**

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Name of Institution: CAPITOL BUSINESS SCHOOL

Physical Address: 200 West Capitol Avenue  
Sacramento, California 90000

Mailing Address: P. O. Box 1234  
Sacramento, California 90001



## Page 1

Telephone Number: Day and night: (916) 456-7890  
EMERGENCY: (916) 765-4321

Fax: (916) 233-4455

(List the agencies the school is approved and/or accredited by.)

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin effective July 1, 2007 through June 30, 2008 (use appropriate dates)

The information contained in this bulletin is true and correct in content and policy.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

(Please sign when submitting this VIB for approval)

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### SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

#### Owner -

Capitol Business School, Inc.  
(A California Corporation)

#### Directors -

Mr. Jackson Gold - President  
Mrs. Samantha Gold - Vice President  
Mrs. Susan Janeway - Secretary/Treasurer

#### Administrative Officials-

Mr. James Bell - General Manager  
Mrs. Carla Brooks - Registrar/Veterans Record Clerk/VA Certifying Official

(**Note:** Indicate the person designated as "Veterans Records Clerk" or "VA Certifying Official". A copy of the certifying official's signature (and a sample facsimile signature, if one will be used) must be included.

#### Instructors-

Mr. Joseph Kaplan - Instructor  
Mrs. Georgia Carr - Instructor

Mr. Thomas Nesmith - Instructor

Mrs. Cheryl Moore - Instructor

## INSTRUCTIONAL FACILITIES

The school's physical address is 200 West Capitol Avenue, Sacramento, California 90000. The school consists of 3000 square feet of classrooms and offices on one floor specifically designed as a business school. There are three administrative offices and five separate classrooms, each with a capacity for 40 students, with teaching equipment sufficient to meet educational needs. Two restrooms are located in the rear of the building. Maximum capacity for each course is as follows:

Secretarial - 80

Clerk-Typist - 40

Stenographer - 40

There is also a bookstore and a lunchroom on the premises.

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## ENTRANCE REQUIREMENTS

Entrance in any of our training requires that prospective students possess a high school diploma or its equivalent, and achieve an average grade of 70 in entrance tests given by State Capitol Business School in English, Spelling, and Basic Mathematics. Each person is accepted only if, in the school's opinion, such individual has the possibility of success in the chosen objective.

## POLICIES

A. Enrollment Policy

Students may enroll on any day school is in session.

B. Credit Evaluation Policy

This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person and DVA will be notified of the evaluation result. **(NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)**

C. Attendance Policies

1. Absence - Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Interruption for Unsatisfactory Attendance - Students who have not maintained the

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required minimum attendance average of 80 percent class will be placed on probation for one month. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. VA will be notified accordingly.

4. Cutting classes - Cutting of classes will be considered as unexcused absences.
5. Make-Up Work - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.
6. Leave of Absence - Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

### D. Progress Policies

1. The school's grading system for each class is:

1. Excellent	93 -100
2. Above Average	85 - 92
3. Average	78 - 84
4. Below Average	70 - 77
5. Unsatisfactory	69 - or Below
2. Grade average required for certifying completion of a course is a passing grade of 70 percent. Upon successful completion, a diploma or certificate will be awarded.
3. Conditions for interruption for unsatisfactory progress:  
When the grade average of a student is unsatisfactory (below 70 percent) for a calendar month, the student will be placed on probation. If, during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.
4. Condition for re-enrollment:  
Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

### E. Conduct Policy

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

### F. Refund Policy

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges and that the length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.

**SAMPLE DETAILED INSTRUCTIONAL SCHEDULE FOR:**

Secretarial Certificate Program:

A. Training is offered on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.

B. Class periods meet on the following schedule:

Lecture:	8:00 - 10:00 a.m.
Break:	10:00 - 10:10 a.m.
Lab:	10:10 – 12:00 p.m.
Lunch:	12:00 – 12:30 p.m.
Lecture/Discussion:	12:30 – 2:30 p.m.

Net instructional hours are 6 clock hours per day, 5 days per week, 30 clock hours per week, for 36 weeks, for a total training period of 1080 clock hours.

C. School is closed for the following holidays and/or vacation time: (Specify all days or periods of closure, for example: Presidents' Day, Independence Day, Memorial Day, Thanksgiving and Friday after Thanksgiving, two weeks for Christmas and New Year's, etc.)

**COURSE REQUIREMENTS AND FEES**

A. Secretarial:

The secretarial course curriculum consists of the following required classes and hours:

Typing	240 Hour
Shorthand	190 Hours
Bookkeeping	150 Hours
Mathematics	40 Hours
Office Machines	50 Hours
Law	40 Hours
English	120 Hours
Civil Services	25 Hours
Filing	25 Hours
Office Practice	<u>200 Hours</u>
	1080 Total Hours

<u>Course Fees</u>	
Tuition	\$900.00
Registration	\$10.00
Books and Supplies	\$100.00

Tools Supplies	<u>\$100.00</u>
	\$1110.00 Total charges

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### B. Clerk Typist

The clerk typist course curriculum consists of the following required classes and hours:

Typing	144 Hours
Civil Service	36 Hours
Office Machine	<u>60 Hours</u>
	240 Total Hours

<u>Course Fees</u>	
Tuition	\$300.00
Registration	\$10.00
Books and Supplies	\$15.00
Tools and Supplies	<u>\$10.00</u>
	\$335.00 Total charges

**PROVIDE A DETAILED COURSE DESCRIPTION FOR EACH COURSE OFFERED, if not included in School's catalog.**

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### ADVERTISEMENT

#### Appropriate Statement

"Approved to train veterans and other eligible persons" or "Institution is approved by the California State Approving Agency to enroll veterans and other eligible persons".

**Statements cannot be inaccurate or misleading.**

### REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

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**Note to School:** The Department of Veterans Affairs required that the Catalog and/or Veterans Information Bulletin be furnished to each veteran or eligible person upon enrollment. We recommend use of this "proof of issue" to document receipt by these students. Maintain the signed form in the student file.

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**STATE CAPITOL BUSINESS SCHOOL**  
**200 West Capitol Avenue**  
**Sacramento, CA 90000**

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Enrolled by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_